

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Zoo**

AGENDA DATE: **03/22/05**

CONTACT PERSON/PHONE: **Zoo, Lea Hutchinson, (915) 521-1850**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE: Staffing Table Change

BACKGROUND / DISCUSSION:

Horticulture assistance is to be provided in cooperation with the Texas A&M Extension Services contract and Street Department Arborist. The added position allows for hands on responsibilities and supervision of grounds/garden maintenance. Volunteer Coordinator to be provided/funded by El Paso Zoological Society, allowing reorganization for the addition of critical staff needed in areas of animal care, health and nutrition sections.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

Zero impact to budget.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: 03/03/05

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 3/10/05

INITIALS *LMG* 2005-67

Date sent to Human Resources:

DEPARTMENT NAME: El Paso Zoo	(1) HR DEPARTMENT ID 52	(2) ATTACHED DOCUMENTATION <input checked="" type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: 04/01/05
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A=add

D=delete (3) (4) (5) (6) ACTIONS (7) *R/T/C = Regular, Temporary, Contract
*Position Type *L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Gmt. (00000000-00000-00000-00000-00000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
D	1	0	COFEP	52010245-15445-52000-000-0000 Zoo Operations	00003423	550400	Horticulturist	PM 76	R	C
A	1	1	COFEP	52010245-15445-52000-000-0000 Zoo Operations		365100	Park Area Supervisor	GS 22	R	C
D	1	0	COFEP	52010245-15445-52000-000-0000 Zoo Operations	00010094	010099	(Con) Volunteer Coordinator		C	U
A	1	2	COFEP	52010245-15445-52000-000-0000 Zoo Operations		936100	Zoo Veterinarian Assistant	GS 14	R	C
A	1	23	COFEP	52010245-15445-52000-000-0000 Zoo Operations	00006050 00006522 <i>TK</i>	935700	Zoo Keeper	GS 12	R	C
			COFEP							
			COFEP							

(8) Purpose: ☒ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☒ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Horticulture assistance to be provided in cooperation with Texas A&M Extension Services contract and Street department Arborist. The added position allows for hands on responsibilities and supervision of grounds/garden maintenance. Volunteer Coordinator to be provided/funded by El Paso Zoological Society, allowing reorganization for the addition of critical staff needed in areas of animal care, and health and nutrition sections.

ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS Provides improved detail to Animal Care, Animal Health & Nutrition, and Facility Maintenance sections.	(11) DEPARTMENT BUDGET Zero impact to budget <i>TO BE ABSORBED THIS YEAR. BUT WILL IMPACT O&M AT \$8,700.00</i>
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(12) DEPARTMENT HEAD SIGNATURE <i>See R. H. Johnson</i>	DATE: 3/3/05	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS NONE
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HUMAN RESOURCES DEPARTMENT RECOMMENDATION

<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <i>add</i> <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	COMMENTS	HUMAN RESOURCES DIRECTOR <i>[Signature]</i>	DATE 3/9/05
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O.M.B RECOMMENDATION / CITY MANAGER APPROVAL

COMMENTS:

RECOMMENDATION <input checked="" type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER <i>[Signature]</i>
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RECEIVED

MAR 04 2005

APPROVED: 3-30-05 MAR 10 '05 PM 4:44 DATE

HUMAN RESOURCES DEPT.
ADMINISTRATION